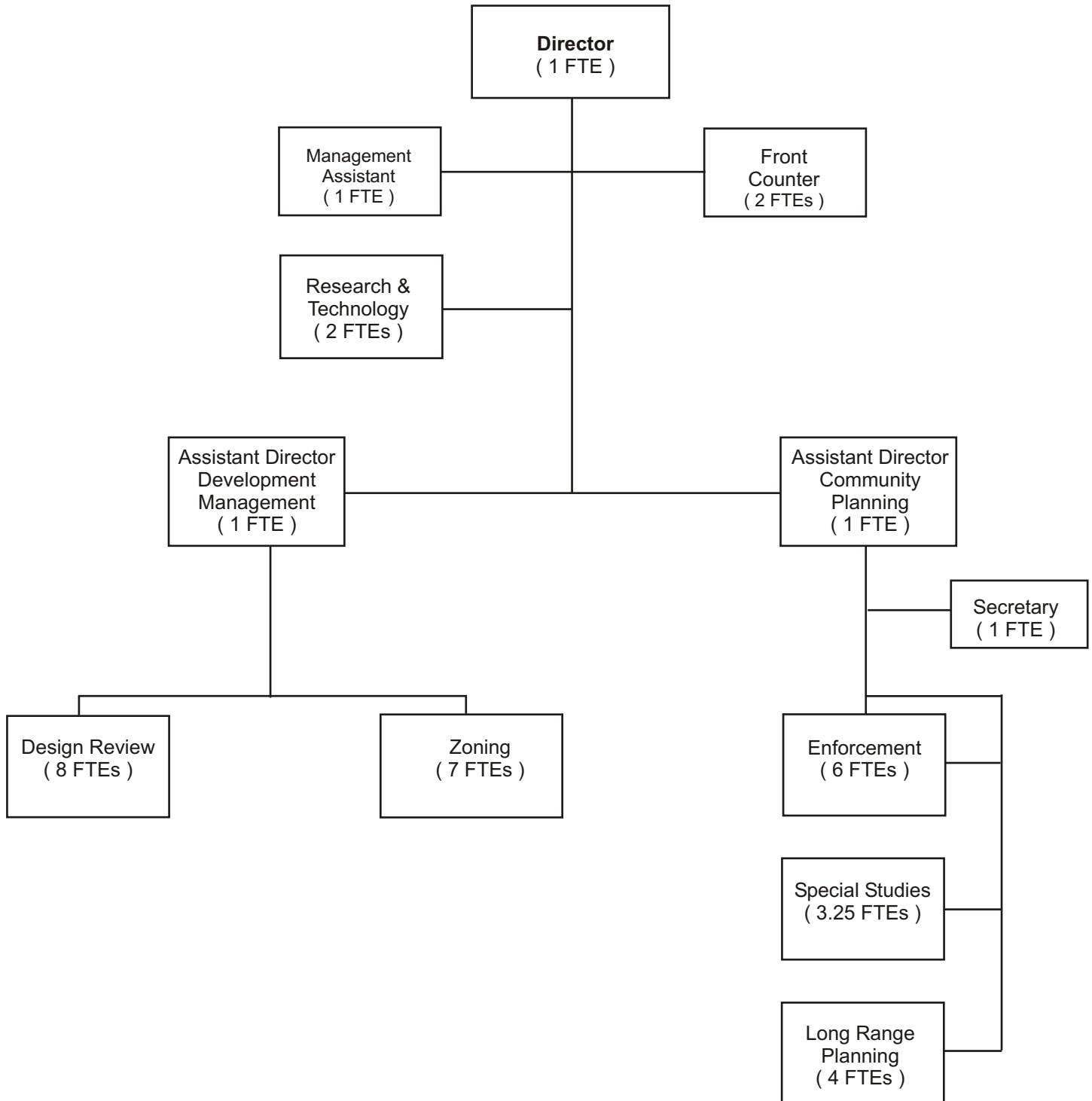


# Durham City/County Planning (37.25 FTEs)



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## DURHAM CITY - COUNTY PLANNING

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**Mission:**

To guide the orderly growth and enhancement of the Durham Community, while preserving its cultural heritage and natural resources.

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### PROGRAM DESCRIPTION

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**Administration****\$435,081****6 FTEs**

An Inter-local Agreement between the City and County establishes the City/County Planning Department. This cost center entails the administrative support for all Planning Department programs, including coordination with citizen boards and the public information function provided by the Planner-on-Call. In addition, the technology support function for the Department is located within this program.

**Community Planning****\$1,068,008****15.25 FTEs**

This cost center is focused on the community-wide functions of the Department that cannot be directly attributed to individual developments. These include the enforcement functions of the Department as well as development and maintenance of the Comprehensive Plan adopted by the City and County. It incorporates the Zoning Enforcement, Landscape Inspections, Small Area Planning, Historic Preservation, Comprehensive Planning, and Open Space Planning functions of the Department. In addition to its on-going inspections and enforcement responsibilities, the primary focus of this cost center in the proposed budget is the completion of the new Comprehensive Plan, consistent with Council's goals of improving the City's livability by managing its growth, protecting the environment, and maximizing the efficient use of public infrastructure and improving the City's image by enhancing its aesthetic beauty and natural assets and by building on its rich and diverse cultural heritage.

**Development Management****\$1,106,926****16 FTEs**

This cost center is responsible for the development-oriented functions of the Department, including the implementation of the City/County Zoning Ordinance and other development ordinances and standards approved by the City and the County. In this regard, it involves the Zoning, Board of Adjustment, and Site Design functions of the Department. The primary focus of this program in the proposed budget is the completion of the Unified Development Ordinance and the implementation of the Workflow Automation Program, consistent with Council's goals of improving the City's livability by managing its growth.

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**RESOURCE ALLOCATION**

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	Actual FY 2001-02	Adopted FY 2002-03	Estimated FY 2002-03	Adopted FY 2003-04	Change
Appropriations					
Personal Services	\$ 2,253,929	\$ 2,363,401	\$ 2,306,676	\$ 2,403,815	1.7%
Operating	226,137	240,110	325,620	198,200	-17.5%
Capital	2,039			8,000	
Total Appropriations	\$ 2,482,105	\$ 2,603,511	\$ 2,632,296	\$ 2,610,015	0.2%
Full Time Equivalents	38	37	37	37.25	0.25
Part-Time	-	-	-	-	-
Revenues					
Discretionary	\$ 718,502	\$ 750,115	\$ 748,900	\$ 755,225	0.7%
Program	1,763,603	1,853,396	1,883,396	1,854,790	0.1%
Total Revenues	\$ 2,482,105	\$ 2,603,511	\$ 2,632,296	\$ 2,610,015	0.2%

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**BUDGET ISSUES FOR FY 2003-04**

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- The FY2003-04 budget reflects ¼ funding for a Planner, as Durham County decided to remove the Open Space implementation function effective October 1, 2003.
- This budget restores funding for a Senior Planner position not funded in the previous fiscal year (FY02-03).
- As the result of workload requirements, this budget shifts two Planners funded within the Community Planning program to the Development Management program.
- As a result of the aforementioned, the Community Planning program cannot undertake the Open Space and Environmental Planning initiatives directed by the Joint City-County Planning Committee without the addition of a planner to replace the two positions shifted to the Development Management program in FY02-03.

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**UNFUNDED ITEMS**

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| <ul style="list-style-type: none"> <li>• Planner (new)<br/>New Planner - Environmental Planning for the Environmental Affairs Board as directed by JCCP<br/>Initiate development of the Lick Creek Open Space Plan.</li> </ul> | 47,694 |
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**COMPLETED INITIATIVES FOR FY 2002-03**

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- Revised the Inter-local Agreement between the City and County governing planning activities.
- Implemented enhanced neighborhood notification procedures (postcards and electronic notification) for text changes to the Zoning Ordinance and revisions to the Zoning Atlas.
- In conjunction with the Economic Development Department, coordinated the adoption and implementation of new development regulations designed to implement the Downtown Master Plan.
- In conjunction with the City and County Budget Departments, coordinated the development of a Joint Capital Improvements Program for the City, County, and School Board for incorporation into the Comprehensive Plan.
- In conjunction with the Housing and Community Development Department, coordinated the development of a revised Housing Impact Policy designed to increase opportunities for affordable housing while avoiding concentrations of subsidized housing.
- In conjunction with other development-related departments, completed an assessment of development review processes.
- In conjunction with the Inspections and Technology Solutions Departments, began implementation of revised development review processes through application of workflow automation procedures.

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## DEPARTMENT INITIATIVES FOR FY 2003-04

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- Complete the development of the Comprehensive Plan.
- Incorporate revisions to the Zoning Ordinance governing the location of telecommunication towers consistent with the recommendations of the Consultant.
- Coordinate the Consultant's work to complete the development of the Unified Development Ordinance.
- Continue to implement the review efficiencies developed through the 2002 review of procedures.
- In conjunction with the Inspections and Technology Solutions Departments, continue the implementation of workflow automation procedures

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## GOALS, OBJECTIVES & STRATEGIES FOR FY 2003-04

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### Administration

**GOAL:** *To ensure the efficient operations of the Planning Department through the review and direction of work in other program areas while ensuring public involvement in the planning process at appropriate times, places, and levels.*

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**OBJECTIVE:** To provide staff reports to elected officials and appointed boards on schedule that accurately reflect the position of the Department and are free of error.

**STRATEGY:** To maintain a schedule and review procedure for all agenda materials that permits the materials to be received at least 7 days prior to the meeting dates so that the citizens and officials receiving them may rely them on.

MEASURE:	Actual FY2002	Adopted FY2003	Estimated FY2003	Adopted FY2004
% Of Staff Reports provided to Boards at least 7 days in advance of a meeting	N/A	N/A	90%	95%

**OBJECTIVE:** To ensure that members of the public receive notification of all potential public hearing items at least 7 days prior to any scheduled hearing.

**STRATEGY:** To send electronic and postcard notification to members of the public registered with the Planning Department at least 10 days prior to any scheduled public hearing.

MEASURE:	Actual FY2002	Adopted FY2003	Estimated FY2003	Adopted FY2004
% Of Neighborhood / Public Notice cards sent at least 10 days prior to a scheduled hearing	N/A	N/A	95%	95%

### Community Planning

**GOAL:** *To establish long-range policies providing elected officials, developers, residents, and governing agencies with guidance for planning and development issues that serve to protect the physical and cultural environment.*

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**OBJECTIVE:** To provide land use guidance for Durham City and County considering the growth expectations of the next twenty-five years as well as the fiscal demands that such growth will place on infrastructure and service needs.

**STRATEGY:** Complete all elements of the new Durham 2030 Comprehensive Plan.

**STRATEGY:** Establish review procedures to ensure the processing of requested Plan Amendments on schedule without staff errors, thereby ensuring that proposed rezoning and development plans reflect the long-term guidance of existing adopted plans.

<b>MEASURE:</b>	<b>Actual FY2002</b>	<b>Adopted FY2003</b>	<b>Estimated FY2003</b>	<b>Adopted FY2004</b>
# Of Plan Elements Completed	0	7	6	11
% Of Plan Amendments processed without staff caused delays or substantive staff errors	N/A	N/A	85%	95%

## Development Management

**GOAL:** *To reinvent development review procedures to ensure that developments are thoroughly and comprehensively reviewed in a manner that reflects the findings of the Smart Growth Audit completed in 2001*

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**OBJECTIVE:** To improve the efficiency of review processes to ensure that they reflect Smart Growth principles, including those of certainty and timeliness of decisions.

**STRATEGY:** Complete the development of the new Unified Development Ordinance based upon Smart Growth principles and reflecting the policy direction of the new Comprehensive Plan.

**STRATEGY:** Develop a single checklist for development petitions to ensure that developers and citizens are aware of the requirements of all departments involved in the development review process as a result of the changes to that process established within the Unified Development Ordinance.

**STRATEGY:** Establish review procedures to ensure the processing of requested development petitions on schedule without staff errors.

<b>MEASURE:</b>	<b>Actual FY2002</b>	<b>Adopted FY2003</b>	<b>Estimated FY2003</b>	<b>Adopted FY2004</b>
% Of UDO completed	0%	75%	75%	100%
% Of petitions processed without staff caused delays or substantive staff errors	85%	90%	95%	95%